

MINUTES
BOARD OF DIRECTOR

Delavan

1545 Hobbs Drive, Delavan, WI 53115

August 24, 2016

8:30 a.m.

<u>Present</u>	<u>Absent</u>	<u>Staff Present</u>
Jason Heidenreich	Kim Castick	Cecilia Dever
Jeremy Zajac	Alan Kupsik	Lynn Jones
Brenda Pinson (via phone)	Dave Godek	Sara Schumacher
Bob Geist	Father Angel Anaya	Marc Perry
Jennifer Wood	Regina Hendrix	Rick Lemke
Julie Lewis (via phone)	Mary Ann Kahl	Katie Lawler
Amanda Sookraj		Beth Tallon
Minnie Murry (via phone)		Lynn Vollbrecht
Amy Carey (via phone)		

- 1) WELCOME:
- 2) CALL TO ORDER: Meeting was called to order at 8:30AM by Jason Heidenreich, Board Chair.
- 3) APPROVAL OF AGENDA:
 - **ACTION TAKEN:** Bob Geist motioned to approve the agenda. Minnie Murry second, accepted unanimously.
- 4) NEW BOARD MEMBER APPROVAL:
 - See Consent Agenda Items
- 5) PRESENTATION/TRAINING OF THE 2015 AUDIT—Jean Christensen
 - PowerPoint presentation was given by Jean Christensen
 - Handout was provided
 - Highlights of presentation:
 - No audit findings in the past two years
 - CAI is a low risk auditee
 - CAI has healthy net assets
 - CAI is in excellent financial condition
 - No concerns or issues during compliance testing with auditor
 - Decrease of 1.5% in revenue and a decrease of 4.7% in expense. This is due to funding of grants being down.
 - **ACTION REQUIRED:** Bob Geist motioned to approve the 2015 Audit, Amanda Sookraj second motion, accepted unanimously.
- 6) CONSENT AGENDA ITEMS:
 - Agenda Modifications—Jason Heidenreich requested to remove Item 4. Also requested to pull Finance Committee Agenda and minutes and move to Item 8.
 - **ACTION TAKEN:** Jennifer Wood motioned to approve the modifications of agenda, Bob Geist second, accepted unanimously.
 - Finance Committee agenda and minutes were pulled due to the committee not having a quorum at the past meeting. Rick Lemke reviewed the Finance Packet. Discussed fundraising dollars to date and provide a sheet with the last two years fundraising amounts to compare. Fundraising is documented as a calendar year. Julie suggested a flyer regarding Weatherization be sent out in Alliant's mail to produce more movement with Weatherization program. Beth Tallon is going to further look into this idea. Rick Lemke noted even though First Choice is down patient

count, as of now First Choice is only down \$5,500 which he noted was not a high amount of dollars.

- **ACTION TAKEN:** Bob Geist motioned to approve the Finance Committee Packet, Amanda Sookjaj second motion, accepted unanimously.

7) COMMUNICATION:

A. Chair Remarks

- Thanked everyone for the Twin Oaks Fundraiser and all their efforts
- All members were asked to review the Committee assignments and make sure they are listed on the correct committee's they are interested in
- Committee Assignments were incorrect in Board Packet. A corrected version was handed out separately at the meeting. Those who did not attend meeting will receive Committee Assignments by email.

B. Executive Directors Report

- Cecilia Dever reflected on the OIG Audit for First Choice. Department of Health Services intends to recover \$2,617.25 from overpayments made to First Choice. CAI's attorney is recommending to fight the claim. This will be ongoing at this point. Cecilia noted she will keep the Board members up to speed.
- Cecilia also spoke about the pressure CAI/First Choice is receiving from funder Title X in regards increasing staff. Title X is asking First Choice add a part time nurse to increase patient flow.
- Stateline Literacy Council is interested in coming down under CAI. Cecilia has a meeting set up to discuss this idea further.

Deputy Director Report

- Lynn Jones noted Indirect Cost Rate has been submitted and is waiting on approval. A response could take up to six months.
- Fatherhood recruitment has been challenging, especially in Janesville. Fatherhood cycle of funding ends 09/30/16 and the program is down approximately 30 participants. Staff is increasing efforts in community participation and partners.

Fund Development Report

- Staff member Beth Tallon reported Twin Oaks golf outing fundraiser raised a total of \$35,000. Net was \$16,000. Through the golf outing another fundraiser generated. A pig roast even will be in September. Tickets are available now. This is also a meet and greet for the TOS Manager, Elizabeth Knapp.
- Gingerbread has \$75,000 in sponsorships thus far.
- Staff member Lynn Vollbrecht reported CAI has booths at the Farmer's Market stand and volunteers for the booth is greatly appreciated.

Contract Update

- Several contracts have been submitted and are pending. Those include: Youthbuild/DOL, United Way-Blackhawk Region, and CDBG City of Janesville. Other contracts will be submitted by the end of the month.
- Approved contracts include: SWWDB for an additional modification, DEHCR, WI-DCF, and HUD.

Monitoring Report

- ETH monitoring (Rapid Re-Housing and Twin Oaks) went extremely well. No response from CAI was required.
- Title X for First Choice monitoring went well. CAI has not had a response letter from them at this time.

ACTION REQUIRED: Jeremy Zajac motioned to accept the Executive Director's report, Jennifer Wood second accepted unanimously.

8) NEW BUSINESS:

A. 2016 Agency Key Results

- Cecilia pointed out CAI's Key Results on page 115 in packet. CAI is hoping to bring PREP program into the Delavan schools by the end of the calendar year to meet the key result goal for community. CAI has exceeded in meeting the community cultural competency awareness key result.

B. 2016 Agency Risk Assessment Results

- See pages 116-121 for the results of the Agency Risk Assessment results. Cecilia will create a timeline to address the assessment with directors.

C. 2015 Agency Annual Report

- See pages 122-123 in packet. This is a snap shot of Community Action's highlights and data for 2015. Beth Tallon explained the idea of a flyer like this came at a training for people to quickly view it with data, stats, and pictures. A full, detailed report in on the agency's website.

NO ACTION REQUIRED

9) PROGRAM PRESENTATION:

- Staff member Bill LaChance presented a PowerPoint of the new build project in Janesville located at 152 Linn St. Bill noted the project is ahead of schedule. The goal was for the project to be completed on October 31, 2016. Bill stated the project should be completed by September 30, 2016.

- **NO ACTION REQUIRED**

10) ADJOURN

- **ACTION REQUIRED:** Jennifer Wood motioned to adjourn at 11:02AM. Bob Geist second, accepted unanimously.

**NEXT MEETING: Wednesday, October 26, 2016
20 Eclipse Center, Beloit, WI 53511**